

Binder and Agenda Procedures for
Honorable Judge Judith K. Fitzgerald
(Visiting Judge – Western District of Pennsylvania)

(Updated 1.6.11)

1. Refer to the Binder Basics Reference Guide posted on our website for instructions on preparing binders.
2. Email the agenda to Pittsburgh and Delaware (courtroom deputy) (note: Do not e-mail anything else to Pittsburgh absent specific direction by the judge or as detailed in case management orders and/or Judge Fitzgerald's chambers procedures). **Delaware:** Sherry Johnson Stiles Sherry_Stiles@deb.uscourts.gov.
Pittsburgh: jkf@pawb.uscourts.gov
3. Do not submit separate binders for Matters Going Forward, CNOs, & Objections to Claims (submit together in one binder). Do not submit claims with objections to claims unless response to objection has been filed.
4. Fee apps must be in a separate binder or submitted in accordance with case management order.
5. Submit hearing binders to Pittsburgh and also to courtroom deputy in Delaware (exception: do not send uncontested fee apps to courtroom deputy).

Hearing binders are to be delivered to:

The Honorable Judith K. Fitzgerald
U.S. Bankruptcy Court, W.D. PA
5490 US Steel Tower
600 Grant Street
Pittsburgh, PA 15219

AND

The Honorable Judith K. Fitzgerald
U.S. Bankruptcy Court, District of Delaware
824 N. Market Street
Wilmington, DE 19801

6. All binders must arrive one calendar week before hearing unless case management order states otherwise.
7. The agenda item number and date of hearing must appear on all filings and proposed orders in addition to related document number.
8. Chapter 11 disclosure statements and plans must be sent to Pittsburgh in binders as soon as they are filed (no copy to courtroom deputy needed).
9. If amending a Chapter 11 disclosure statement or plan, supply Judge Fitzgerald with a blacklined copy in binder.